



WASHOE COUNTY

Integrity Communication Service
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CM/ACM _____
Finance KE/CH
DA SH
Risk Mgt DE
HR n/a
Other n/a

STAFF REPORT
BOARD MEETING DATE: *February 14, 2017*

DATE: Wednesday, February 01, 2017
TO: Board of County Commissioners
FROM: Quinn Korbulic, IT Manager, Technology Services
775-328-2348, qkorbulic@outlook.com
THROUGH: Craig Betts, Chief Information Officer,
Washoe County Technology Services Department
775-328-2355, cbetts@washoecounty.us
SUBJECT: Approve and sign the interlocal agreement between the City of Reno, the City of Sparks, and Washoe County that authorizes Washoe County to perform E911 addressing work and update the Washoe County Master Address Database for Sparks and Reno and authorizes Washoe County to recover costs from the cities for the work performed. (All Commission Districts).

SUMMARY

Washoe County Technology Services requests approval of the interlocal agreement between Reno, Sparks, and Washoe County that authorizes Washoe County to perform E911 addressing work and update the Washoe County Master Address Database for Sparks and Reno and authorizes Washoe County to recover costs from the cities for the work performed.

Washoe County Strategic Objective supported by this item: Proactive Economic Development and Diversification and Safe, Secure and Healthy Communities

PREVIOUS ACTION

On December 2, 2014, Reno, Sparks, and Washoe County entered into an interlocal agreement establishing a partnership to consolidate E911 Geographic Information Systems ("GIS") street centerlines and address points data; provide on-going review and update of data schema and standards; implement procedures to maintain the data; and implement and improve quality control and spatial accuracy throughout Washoe County.

AGENDA ITEM # 5.9.

BACKGROUND

In light of the partnership established under the December 2, 2014 interlocal agreement, Reno, Sparks, and Washoe County want to formalize a work- and cost-sharing agreement for address assignment and data updates for addresses within the boundaries of Washoe County.

Currently, addressing work for Reno and Sparks is performed by Washoe County without compensation from the cities. Reno and Sparks have already signed the agreement.

FISCAL IMPACT

It is not reasonably foreseeable that Reno, Sparks, or Washoe County will expend more than \$25,000 annually to carry out this agreement. Thus, NRS 277.180(2)(a)'s requirements for interlocal agreements—that the interlocal agreement “(1) [s]et forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties; (2) [b]e ratified by appropriate official action of the governing body of each party to the contract as a condition precedent to its entry into force; (3) [i]f an agency of this State is a party to the contract, be approved by the Attorney General as to form and compliance with law; and (4)[b]e in writing”—are not implicated. (Rather, under NRS 277.180(2)(b) Reno, Sparks, and Washoe County will “maintain written documentation of the terms of the contract for at least 3 years after the date on which the contract [is] entered into.”) Further, under NRS 277.180(4), Reno, Sparks, and Washoe County will annually at the time of preparing their respective budgets include an estimate of the expenses and revenue necessary to carry out this agreement.

This interlocal agreement will result in revenue for Washoe County. Revenue will result from Washoe County performing addressing work for Reno and Sparks. Washoe County will bill Reno and Sparks on a monthly basis. The revenue will be deposited in Technology Services, Regional Services Division Cost Center, 108300, account 460162, Services to Other Agencies.

RECOMMENDATION

Washoe County Technology Services Staff recommends that the Board approve the interlocal agreement between the City of Reno, the City of Sparks, and Washoe County that authorizes Washoe County to perform E911 addressing work and update the Washoe County Master Address Database for Sparks and Reno and authorizes Washoe County to recover costs from the cities for the work performed.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: “Move to approve the interlocal agreement between the City of Reno, the City of Sparks, and Washoe County that authorizes Washoe County to perform E911 addressing work and update the Washoe County Master Address Database for Sparks and Reno and authorizes Washoe County to recover costs from the cities for the work performed.”

INTERLOCAL AGREEMENT FOR SHARING ADDRESS-ASSIGNMENT WORK AND COSTS

This Interlocal Agreement for Sharing Address-Assignment Work and Costs ("Agreement") is between the CITY OF RENO ("RENO"), the CITY OF SPARKS ("SPARKS"), and the COUNTY OF WASHOE ("WASHOE COUNTY").

On December 2, 2014, RENO, SPARKS, and WASHOE COUNTY entered into an interlocal agreement establishing a partnership to consolidate E911 Geographic Information Systems ("GIS") street centerlines and address points data; provide on-going review and update of data schema and standards; implement procedures to maintain the data; and implement and improve quality control and spatial accuracy throughout Washoe County.

In light of the partnership established under the December 2, 2014 interlocal agreement, RENO, SPARKS and WASHOE COUNTY want to formalize a work- and cost-sharing agreement for address assignment and data updates for addresses within the boundaries of Washoe County.

Pursuant to NRS 277.180(2), it is not reasonably foreseeable that RENO, SPARKS, or WASHOE COUNTY will expend more than \$25,000 to carry out this Agreement on an annual basis. Accordingly, RENO, SPARKS, and WASHOE COUNTY shall annually at the time of preparing their respective budgets include an estimate of the expenses necessary to carry out this Agreement pursuant to NRS 277.180(4).

RENO, SPARKS, and WASHOE COUNTY therefore agree as follows:

A. WORK-SHARING AGREEMENT

Address-assignment work shall be completed by individual partner entities unless otherwise agreed upon. RENO and SPARKS may forego address-assignment work within their respective boundaries and relinquish that work to WASHOE COUNTY. If RENO or SPARKS relinquish their address-assignment work, WASHOE COUNTY shall continue the address-assignment work for the respective entity and bill the respective entity for address-assignment work within the respective entity's boundary. If RENO or SPARKS has relinquished its address-assignment work and desires to re-establish its authority to perform address-assignment work, it may, after providing WASHOE COUNTY with 30-days written notice of its intent to do so, re-establish the authority to assign addresses within its respective boundaries and resume address-assignment work at its own cost.

- B. Address-assignment work encompasses the processes defined in Exhibit A for subdivision address assignment and infill address assignment.

C. COST-SHARING

If RENO or SPARKS forego their address-assignment work, WASHOE COUNTY shall bill the respective entity under the following terms:

WASHOE COUNTY shall bill the entity on a monthly basis by the number of in-fill addresses, subdivision, and subdivision addresses completed. In-fill address, subdivision and subdivision address rates are as follows:

In-fill address: \$85

Subdivision: $\$100 + (\text{Subdivision Address Multiplier} * \text{Number of subdivision addresses})$

Subdivision Address Multiplier: 0.2

Subdivision example:

1 Subdivision = \$100

78 Subdivision addresses

$$100 + (.2*78) = 115.6$$

Total subdivision charge = \$115.60

The partners may modify the above in-fill address, subdivision and subdivision address billing rates but only by a written instrument signed by all of the parties to the modification.

This Agreement will become effective when all parties have signed it. The date of this Agreement will be the date this Agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature).

Each party is signing this Agreement on the date stated opposite that party's signature.

EXHIBIT A

A Subdivision is a single parcel of land that is divided into two or more parcels. Subdivision addressing work encompasses the following process:

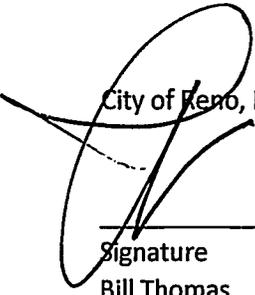
1. Receive and process request for subdivision addresses during the Washoe County Technical Map check process.
2. Utilize mapping software and Developer Drawing files to spatially locate subdivision.
3. Assign address numbers for each lot in the Subdivision and record in the Regional Address Point (RAP) database. Check all points for attribution quality.
4. After Washoe County Assessor creates digital parcels and assigns APNs, update APNs in RAP database.
5. Send notification of completion to departments, and other concerned parties.

Infill addresses are addresses that are not part of original subdivision addressing assignments.

Infill addressing work encompasses the following process:

1. Receive infill addressing request from property owner or City permitting staff by phone, email or web-request.
2. Communicate and request site plans, verify ownership, mailing address, and encroachment proof for parcel.
3. Conduct document research on parcel. Check for duplicate address numbers and similar sounding street names.
4. Assign new or changed addresses.
5. Send notification to parcel owner/requestor and email to list of utilities, departments, and other concerned parties.

City of Reno, Nevada

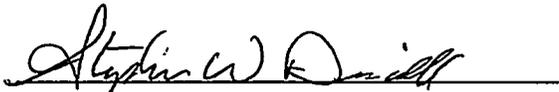


Signature
Bill Thomas
Acting City Manger

12/23/16

Date

City of Sparks, Nevada



Signature
Steve Driscoll
City Manager

9/11/2017

Date

Washoe County, Nevada

Signature
Bob Lucey
Chair, Washoe County Board of County Commissioners

Date